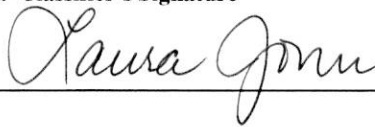


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER (b) (6)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCS for Prof. Work in the GS-0400, 9/05; PCS for Prof. Work in the GS-0800, 11/08; PCS for Prof. Work in the GS-1300, 12/97					
		b. Title		c. Pay Plan	d. Series
Official Allocation	Environmental Engineer		GS	0819	e. Grade 13
4. Supervisor's Recommendation	ENVIRONMENTAL ENGINEER/PHYSICAL SCIENTIST/LIFE SCIENTIST		GS	1301	f. CLC 001
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE (b) (6)		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. RESOURCE CONSERVATION & RESTORATION DIVISION			h. Employing Office Location Atlanta, GA		
RCRA CLEANUP AND BROWNFIELDS BRANCH			i. Organization Code TG BD 0000		
8. SUPERVISORY STATUS <input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
(b) (6)			(b) (6)		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential X This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 42	
g. Bargaining Unit Code 1050		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (10 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 10/20/2014	
11. REMARKS Interdisciplinary, classifiable as Biologist, GS-0401; Environmental Engineer, GS-0819; or Physical Scientist, GS-1301.					

ENVIRONMENTAL ENGINEER GS-819-13
PHYSICAL SCIENTIST GS-1301-13
LIFE SCIENTIST GS-401-13

I. INTRODUCTION

This position is located in the Resource Conservation and Restoration Division, RCRA Cleanup and Brownfields Branch, Corrective Action and Permitting Section. The incumbent serves as a Senior Corrective Action Specialist on the staff of a Regional Office for a regulatory and enforcement agency with the responsibility for coordinating the activities of one of a number of states comprising the Region for a range of complex and difficult evaluations of corrective action under 3004(u) and 3004(v) of the Hazardous and Solid Waste Act (HSWA). Furnishes consultative advice to Regional staff and managers, State officials, engineers and scientists or officials of other Federal and State agencies, on interpretation and implementation of hazardous waste management requirements as set out in statutes, regulations, policies, and guidance. Assignments (a) involve especially complex, difficult, or sensitive problems of analysis, including technical feasibility factors and judicial and administrative precedents related to corrective action required by permits; (b) involve the full range of industrial facilities and hazardous waste management processes; (c) involve technical decisions which are often of considerable significance to industry, the public and specific companies or individuals who are party to the corrective actions; (d) require the provision of advisory, consulting, reviewing, negotiating, and coordinating services in one or more of the enforcement action phases; and (e) involve exercising full technical responsibility, either solely or as the leader of a team, for projects or studies of a complex and difficult nature that are of significance to the success or failure of regional program initiatives.

II. DUTIES

Prepares technical recommendation on RCRA Corrective Action projects of particular regional or national significance which will be used as the basis for remediation.

Plans, initiates, and conducts (often as a team leader) data interpretation phases of various technical and program support projects. Assures accuracy and adequacy of various technical and program support projects. Assures accuracy and adequacy of project findings. Analyzes results and makes recommendations that are virtually always accepted.

Assures appropriate documents are prepared to substantiate enforcement or other recommended actions in permits and /or orders.

On a specific project basis, serves as a team leader in review and evaluation of releases of hazardous wastes or hazardous constituents in hazardous waste corrective action.

Keeps informed of federal and state legislation, regulations, policies, guidance, new program requirements, and court or ALJ decisions or actions pertaining to hazardous waste management, as well as current engineering and scientific literature related to advances in treatment technology and analytical capability for remediation.

Presents oral or written reports at state or federal public hearings, conferences, scientific meetings, and seminars.

Prepares and presents oral and written expert testimony in public hearings, adjudicatory hearings, court trials, and depositions. Assists regional staff in their own expert or fact testimony. Evaluates and determines the need for additional technical consultants for each of the above activities.

Administers large dollar-value contract work task orders for technical consultants. Evaluates budgets, expenses, quality of performance, and management of work task orders, making recommendations that are virtually always accepted.

Analyzes environmental data and determines the action levels for initiation and completion of correction action responses in large and complex projects. Ensures consistency among Regional staff in establishing action levels for remediation of sites.

Determines the need for work groups, special studies, conferences, or projects designed to develop or review existing guidance and regulations pertaining to the management of hazardous waste. Initiates coordination with appropriate state, Regional and Headquarters offices to obtain essential information required or pertinent to specific guidelines or regulations.

KNOWLEDGE REQUIRED BY THE POSITION

Level 1-8 1550 Points

1. Mastery of environmental engineering/life science/or a combination of several physical science concepts, principles and practices applicable to the most complex technical problems associated with the proper handling, treatment, and disposal of hazardous waste.
2. Knowledge and skill to develop and adapt environmental engineering/environmental science and program standards, practices, methods, and techniques, as well as portions of agency technical handbooks for guidance of agency engineers, scientists, or enforcement officers, and to furnish advice on use and interpretation of all associated guidance.
3. Knowledge and skill to serve as a technical authority on all aspects of one or more specialty areas (such as hazardous waste treatment, land disposal, corrective action, groundwater remediation, or hazardous waste characterization) within the Branch with responsibility for providing expert advice on the interpretation and implementation of technical policy directives or programs as well as the review of plans, reports, action levels, compliance schedules, and specifications for projects in the Region and the provision of consultative services concerning the full range of technical problems, issues, resources, analyses, and remedies pertinent to the specialty areas involved.
4. Knowledge and skill to apply current Federal and State statutes, regulations, policies, guidance, Federal court or ALJ decisions, along with judgment of best engineering practices or professional environmental and physical science practices to solve novel or

extraordinary problems, developing new approaches for use by other engineers or scientists in solving a variety of engineering, scientific, and compliance problems.

5. Knowledge and skill to assess the hazardous waste treatment and disposal needs of an industry or a statewide area and to translate these requirements into program operations and RCRA corrective action plans. Skill in communicating with technical personnel, Regional and Headquarters managers, state and local officials and elected representatives who may have other interests to advance.
6. Mastery of the skill, environmental engineering or physical science concepts, principles, and practices to review and evaluate the activities and the work of environmental and physical scientists, or environmental and other engineers, in the Regional office and in the regulated community by reviewing preliminary engineering or scientific plans, reports, related design drawings and specifications, and staff recommendations on proposed major remedial activities at hazardous waste management facilities, approving, disapproving, or modifying such plans, reports, specifications, or recommendations with justification.

SUPERVISORY CONTROLS

Level 2 – 4 450 Points

Supervisor makes assignments in the form of responsibility for RCRA corrective action activities in a specific state, together with broad overall objectives and resources available; however, the employee recommends many of the particular technical objectives, projects, compliance activities and priorities. Such recommendations generally carry strong advisory weight. The employee independently plans own work, coordinates with other engineers, environmental or physical scientists, subject-matter specialists or enforcement officers, renders advice independently but keeps supervisor informed of major or controversial issues. Completed work is typically accepted as technically accurate but subject to review for conformance with policy, achievement of objectives, and compatibility with of other functional elements of the agency.

GUIDELINES

Level 3 – 4 450 Points

In addition to a wide range of technical material (e.g., manuals, text books, technical literature scientific, engineering and research publications), guidelines include Federal laws, state and local statutes, regulations, agency policies, and program directives, the contents of which are frequently broad and general in nature. The employee exercise judgments, initiative, and resourcefulness in developing material to supplement and explain agency headquarters guidance and in developing technical guidelines, standard, and operating procedures (to guide others) which typically involve subject matter for which existing guidelines are totally lacking or technically inadequate. The employee is expected to select, apply, and frequently deviate from traditional engineering or environmental science methods and practices as required either by the nature of the hazardous waste management or contamination remediation needs or the nature of the problems encountered.

COMPLEXITY

Level 4 – 5 325 Points

Assignments involve many and varied complex environmental engineering and physical science applications as they concern the legal requirements, demonstrated and emerging hazardous waste treatment and disposal technologies, and methods of handling hazardous wastes and substances. Assignments also involve a full range of planning activities to impose RCRA corrective action requirements at the state's most environmentally significant facilities. Individual cases frequently involve difficult or unusual negotiations or coordination concerning scientific, economic, administrative, engineering feasibility, equitable, public interest or urgency compared with local, state, or Region and Headquarters or their consultants. Employee actions constitute initial and, in many instances, the final regional recommendation or decision concerning the technical adequacy of contamination remediation plans. In the remainder of instances, the employee presents special written analysis and justification to higher organizational entities at the Regional and the Headquarters level regarding the economic, social, environmental, public interest, and other benefits that the general public will derive from the proposed action in comparison with the estimated economic, jurisdictional, legal, equitable, technological, or scientific "costs" or other issues.

SCOPE AND EFFECT

Level 5 – 4 225 Points

The purpose of the work is to resolve critical problems or to develop new approaches of methods for use by other engineering or environmental and physical science specialists with respect to hazardous waste management practices, contamination remediation, program integrity, and development of needed agency actions. Often serving as consultant, project coordinator or project manager, the engineer/scientist is a technical authority who assures the technical adequacy of corrective action plans and designs. The employee provides expert advice and guidance to officials, managers and other scientists or engineers within and outside the agency, covering a broad range of engineering activities. Results of the efforts affect the work of other scientific or engineering experts both within and outside the agency and may be national or international in scope and impact, or affect the development of major aspects of agency scientific or engineering programs.

PERSONAL CONTACTS

Level 6 -3 60 Points

Personal contact are with scientists, engineers and other subject matter specialists, officials, administrators, scientific personnel, and representatives from federal, state, and local government. Typical of these contacts are industry representatives, manufacturer representatives, private engineering firms, scientific organizations, environmental groups, and scientists, engineers, technical specialists, managers, and attorneys at EPA Regional offices and Headquarters and other federal, state, and local governments. When problems involve installations located in, or contacts with other territories or foreign governments, the employee deals with representatives of comparable offices.

PURPOSE OF CONTACTS

Level 7- 3 120 Points

The purpose of contacts with federal, state and local government is typically to influence or persuade other scientists, engineers, managers, and attorneys to adopt technical points and methods about which there are conflicts, to negotiate agreements with agencies and contractors where there are conflicting interests and opinions among organizations or among individuals who are also experts in the field, or to justify the feasibility and desirability of work proposals to top agency officials. The purpose of contacts with the regulated community is typically to justify, defend, negotiate or settle highly significant or controversial scientific or engineering recommendations or decisions.

PHYSICAL DEMANDS

Level 8 - 2 20 Points

Work is sedentary except during recurring visits to the field where there is considerable walking, bending, climbing, and stooping to get in and out of sites and to make on-site observations.

WORK ENVIRONMENT

Level 9 - 2 20 Points

Work is in both an office and a field setting. During visits to sites and to facilities, there is recurring exposure to adverse weather conditions, temperature extremes, and to various hazardous and toxic substances requiring the use of special protective clothing and equipment from time-to time. This position requires class III B medical monitoring.

Total Points: 3220

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)		This position has no extramural resources management responsibilities.
Position Number		<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
Title	PHYSICAL SCIENTIST		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-1301-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
	RESOURCE CONSERVATION AND RESTORATION DIVISION		
	RCRA CLEANUP AND BROWNFIELDS BRANCH		
Organization	RCRA CORRECTIVE ACTION AND PERMITTING SECTION		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	(b) (6)	
Personnel Specialist's Signature	<i>Karla Gome</i>	Date 10/20/2014

Part 1. Contracts Management Duties

		<input checked="" type="checkbox"/>	Monitors management and performance of delivery orders/work assignments after award
Pre-award:		<input checked="" type="checkbox"/>	Defines scope of work for work assignments
	Plans Procurements		Approves payment requests of ACH drawdowns
	Estimates Costs		Manages cost-reimbursement contracts
	Obtains funding commitments		Reviews invoices
	Prepares procurement requests		Inspects and accepts deliverables
	Writes statements of work		Other (list)
	Reviews statements of work		
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		Close-out:
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
<input checked="" type="checkbox"/>	Prepares delivery orders		Other (list)
<input checked="" type="checkbox"/>	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property		
	Monitors cost, management, and overall technical performance of contract after award		Percentage of Time Spent on Contracts Management
		8	%

Continued

Part 2. Grants/Cooperative Agreements Duties		Advises Grants Management Office of potential problems/issues	
Pre-application/Application:		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions	
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns	
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office	
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments	
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)	
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement	
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues	
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement	
Negotiates level of funding		Other (list)	
Conducts site visits to evaluate program capability		Close-out:	
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely	
Informs applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out	
Other (list)		Reconciles payment with work performed	
Award:		Notifies recipient of close-out requirements	
Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out	
Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations	
Reviews/concurs in completed document		Other (list)	
Establishes project file			
Other (list)			
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management	
Monitors recipient's activities and progress			
Reviews reports and deliverables and notifies recipient of comments		2 %	
Provides technical assistance to recipients			
Part 3. Interagency Agreements Duties			
Pre-Agreement:		Monitors cost management and overall technical performance	
Plans and negotiates work effort		Participates in decisions about project modification/termination	
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)	
Obtains funding commitments		Inspects and accepts deliverables	
Prepares commitment notice		Other (list)	
Writes or reviews scope of work			
Responds to pre-agreement inquiries		Close-out:	
Participates in pre-agreement conferences		Reviews final report	
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment	
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed	
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)	
Prepares funding package and obtains necessary concurrences		Certifies deliverables	
Other (list)		Resolves close-out issues with Grants Management Office/other agency	
Project Management/Administration:		Other (list)	
Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:	
		0 %	



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: REGION 4 Type of Action: REASSIGNMENT SF 52 Request No.: RR-14-082

Position Title/Series/Grade: PHYSICAL SCIENTIST

Full Performance Level (FPL) of Position: 13
(Risk designation is based on FPL)

Functional Title (if applicable): _____
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No
What is the name of the incumbent of the above position? _____
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☒ Yes ☐ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|--|--|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/
Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement
Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist—Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input checked="" type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☐ Yes ☐ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. **Requires access to sensitive information or materials?** ☐ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. **The scope of this position is:**
- | | | | |
|--------------------------------|-----------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Local | <input type="checkbox"/> Regional | <input type="checkbox"/> National | <input type="checkbox"/> Global |
|--------------------------------|-----------------------------------|-----------------------------------|---------------------------------|
6. **The impact/potential harm this position could cause would be:**
- | | | |
|--|---|--|
| <input type="checkbox"/> Internal to EPA | <input type="checkbox"/> Multi-Agency/Government-wide | <input type="checkbox"/> Beyond the Government |
|--|---|--|
7. **Position is a presidential or political appointment:** ☐ Yes ☐ No
8. **Requires access to hazardous or dangerous material (nuclear, biological, or chemical):** ☐ Yes ☐ No
What materials are involved? _____
9. **Makes policy that affects AAship, Regional or Agency operations** (not simply local branch or section operations):
☐ Yes ☐ No Describe: _____
10. **Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off:** ☐ Yes ☐ No
11. **Obligates the agency to take action or spend funds:** ☐ Yes ☐ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. **Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations:** ☐ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|---|---|
| Communicates with: | Communication methods: |
| <input type="checkbox"/> EPA personnel | <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input type="checkbox"/> Government entities outside of EPA | <input type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. **Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications:** ☐ Yes ☐ No
What systems/programs are involved? _____
14. **Directly enforces health regulations and/or protects public safety:** ☐ Yes ☐ No
15. **Investigates or audits government or nongovernment personnel, programs, and/or activities:** ☐ Yes ☐ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. **Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure:** ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. **Requires official EPA credentials:** ☐ Yes ☐ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. **Other unique or critical characteristics/duties/requirements not previously covered?** ☐ Yes ☐ No
Describe: _____

(b) (6)